

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Medical Provider Network: Modification Approval and Employee Notification	REFERENCE NUMBER: 2006-014
DATE ISSUED: 04/13/06	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Personnel Transaction Supervisors
Return-to-Work Coordinators
Health and Safety Officer**

FROM: Department of Personnel Administration
Benefits Division

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This memorandum provides important information regarding modifications to the State of California State Fund Medical Provider Network (MPN) Plan with the Division of Workers' Compensation.

Guide to the State Fund Medical Provider Network for State of California Employees

State Compensation Insurance Fund filed a modification for the State of California - State Fund Medical Provider Network (MPN) Plan with the Division of Workers' Compensation. The Division of Workers' Compensation has approved the plan. With this approval, each of your employees must receive a copy of the revised ***Guide to the State Fund Medical Provider Network for State of California Employees*** brochure on or before May 1, 2006.

The ***Guide to the State Fund Medical Provider Network for State of California Employees*** brochure provides covered employees information about the State of California - State Fund MPN. It includes a description of the services available, how to obtain medical treatment after sustaining an occupational injury or illness, and how to access or obtain MPN provider listings. The revised English/Spanish brochure can be downloaded from the State Fund, State Contract Services Web site at: www.scif.com/statecontracts under 'Forms'.

The brochure may be distributed as an e-mail attachment to all employees who have access to e-mail at work. If any of your employees do not have regular access to e-mail at work, you must provide a printed copy to those employees. Please note that you must distribute the most current version of the Medical Provider Network for employees of the State of California. The revision date is 04/06. Please destroy any copies of a prior version you may have on hand.

We are required to provide notice to all our covered employees 30 days prior to the implementation of the revised State of California - State Fund MPN. Implementation will allow the State of California to continue to utilize the State Fund MPN to provide medical care to industrially injured employees who have not pre-designated a treating physician. The modifications to the MPN consisted of changes to the provider list. The new physician list will be in effect after May 31, 2006. This change will not be noticeable for most users, but it will be important for you to verify that the medical provider selected by your agency to treat employees in the event of an industrial injury or illness remains in the MPN. Please verify that the medical provider is still participating in the MPN by accessing the MEDfinder tool after June 1, 2006.

In addition to this initial notification, a copy of the brochure must be provided to each new employee at the time of hire and to each injured employee when an injury is reported.

Posting Notice

All employers must post and keep posted a notice that states the name of the current workers' compensation insurance carrier of the employer, both in English and Spanish, in a conspicuous location frequented by employees, and where employees may easily read the notice during the workday hours. Please note that failure of the employer to post the notice required by law shall automatically permit the employee to be treated by his or her primary treating physician, who may or may not be a member of the State of California - State Fund MPN. If the primary treating physician is not a member of the State of California - State Fund MPN, we may lose medical control over the claim.

To fulfill this obligation, each department should already have the "Notice to Employees" poster (SCIF 13708, SCIF 13709) or equivalent notice posted. You must list the contact information for the primary care physician and emergency hospital that your department has selected to provide medical treatment to your injured employees on the "Notice to Employees." This poster can be obtained from State Fund by going to the State Contracts website at <http://www.scif.com/statecontracts> and looking for "Posting Notice" under "Forms" or by contacting your local State Fund office.

Please verify that the provider named in the posted notices is in the State of California - State Fund MPN.

Overall, to comply with the law, State Fund offers three publications for you to use as shown in the chart on the following page:

HOW/WHEN TO NOTIFY THE COVERED EMPLOYEE	NOTICES TO USE
Post this notice immediately, in both English and Spanish, after writing the name of the employer selected physician on both versions. Keep the notices posted in a conspicuous location at all times.	<i>Notice to Employees</i> , also known as the <i>Posting Notice</i> (English and Spanish) SCIF 13708, SCIF 13709
Distribute this brochure to existing employees by May 1, 2006	<i>Guide to the State Fund Medical Provider Network for State of California Employees</i> SCIF 13174
Provide these brochures to each new employee at the time of new hire.	<i>Guide to Workers' Compensation for New State Employees with Physician Designation Form</i> SCIF 13545 <i>Guide to the State Fund Medical Provider Network for State of California Employees</i> SCIF 13174, published 03/06
Provide these brochures to each injured employee at the time of injury.	<i>Guide to the State Fund Medical Provider Network for State of California Employees</i> SCIF 13174, published 03/06

When distributed as specified in the table, these publications can help you provide covered employees with the timely and detailed information that the law requires.

/s/ Debbie Endsley

Debbie Endsley, Chief
Benefits Division